

附註 Notes :

- (1) 請分別就每間結束營業的業務或分行填交一份通知書。
Separate notification must be made for each business or branch business ceased.
- (2) 此通知書應在業務或分行結束後 **1 個月**內填交。必須提供業務或分行確實的結業日期〔年/月/日〕。
This notification should be made **within 1 month** of the date of cessation of the business/branch business. The exact date of cessation (i.e.Date / Month / Year) for the business/branch business must be given.
- (3) 必須繳付規定的商業登記費和徵費直至(及包括)業務/分行結束的年度為止。
The business registration fee and levy must be paid up to and including the year in which the business has ceased.
- (4) 在提交所需文件後，稅務局局長會考慮就法人團體開始進行清盤或向公司註冊處處長申請不營運私人公司註冊撤銷後的年度暫停發出商業登記費和徵費的繳費通知書。在任何情況下，仍必須繳付規定的登記費和徵費直至(及包括)該法人團體開始進行清盤或申請不營運私人公司註冊撤銷的年度為止。
Upon submission of the documents required, the Commissioner will consider suppressing the issue of further demand notes for business registration fees and levy in respect of the years subsequent to that in which the winding-up commenced or the application for deregistration to the Register of Companies was made. In any event, the fee and levy must be paid up to and including the year in which the winding-up commenced or the application for the deregistration was made.
- (5) 如其後該法人團體被公司註冊處處長提出恢復註冊，本人承諾會於有關更改進行後 **1 個月**內通知稅務局局長，並明白先前稅務局局長因考慮該法人團體申請註冊撤銷而暫停發出的商業登記繳費通知書，會按局長的規定立即須予繳付。
Should any reinstatement of the above deregistration be subsequently made by the Registrar of Companies, I undertake to notify the Commissioner of Inland Revenue **within 1 month** of the change and understand that the business registration demand notes previously suppressed due to the consideration of the application for the deregistration of the business by the Commissioner would immediately become payable.
- (6) 結業通知和證明文件可以下列方式提交：
Notification of cessation and supporting documents may be delivered:

郵寄往 香港告士打道郵政局郵箱 29015 號 稅務局局長	或	親身 前往稅務局下列辦事處 商業登記署 香港灣仔 告士打道 5 號 稅務大樓 4 樓
BY POST to The Commissioner of Inland Revenue Inland Revenue Department PO Box 29015, Gloucester Road Post Office Hong Kong	OR	IN PERSON at the following office of the Inland Revenue Department Business Registration Office 4/F Revenue Tower 5 Gloucester Road Wan Chai, Hong Kong
- (7) 有關查詢，請瀏覽本局網頁：www.ird.gov.hk 或致電 187 8088。
For enquiries, please visit our website: www.ird.gov.hk or call 187 8088.